



JOB DESCRIPTION

Position Title: **Senior Technician**

Working Title: **Planning Technician III**

Class Code: 5326

Non-Exempt

EEO Code: 03

Effective Date: 8/30/02

Major Function

Work involves the review, coordination, and processing of development applications, including reviews relating to sufficiency, concurrency, and impact fees, and conducts basic reviews of planning and zoning issues, to insure consistency with the Seminole County Land Development Code and Comprehensive Plan.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews all types of site plans, subdivision, and other permit application packages, especially related to sufficiency, concurrency, and impact fees, to identify issues that may need further review by other division or department staff members, to assure compliance with the requirements of the County Code.

Reviews basic legal instruments and descriptions for plats, deeds, and easements for dedication as related to development proposals.

Participates in pre-application conferences, and project review team meetings, to contribute information on various issues that have been identified.

Enters records of project review activity into a tracking system, and maintains status records throughout the life of the project review and construction. Performs project application intake for all types of projects reviewed by the division, and works with applicants at the counter and on the telephone to answer questions about the review process.

Distributes site plans and subdivision review packages to various reviewers so that review timelines can be met. Distributes procedure manuals for the various review processes, and assists with locating information in manuals for applicants, to address specific questions about the review process.

Accepts applications for concurrency review and answers questions about impact fees. Performs basic review of concurrency applications, prepares location maps with computer software, and distributes applications to other reviewers in the County for technical review.

Receives review comments from technical reviewers and inputs the information into a concurrency management system.

Generates notices and reports for concurrency applications, to explain the timing and requirements for projects, necessary to meet the concurrency requirements, and collects fees.



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Makes determinations for project exemption from the concurrency requirements and for “no impact” status with regard to public facility impacts.

Monitors projects through construction to assure continued compliance with the initial concurrency determination.

Participates in the annual concurrency “rollover” procedure by providing information about the percentage of build out that has occurred for projects with concurrency approval.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Requires knowledge of planning and zoning principles as applied to land development, including an understanding of concurrency requirements and impact fees. Ability to prepare clear and effective technical reports and correspondence. Ability to establish and maintain effective working relationships with co-workers, subordinates, managers, engineers, contractors, and the general public. Ability to verify mathematical calculations, and skilled in the use of microcomputers with various programs for basic traffic analysis, database management, document preparation, and general information management.

Associates Degree and two years responsible plans review, planning, zoning or engineering technician experience.

Must possess and maintain a valid Florida Driver’s License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office situation. The incumbent typically performs job duties sitting at a desk or table. Incumbents in this position are exposed to radiant or electrical energy on a regular basis. This position requires the use of office equipment that requires high manual dexterity.